

## Using TechReg

### About TechReg

TechReg allows individuals, companies, and agencies to register and request certification as Technical Service Providers (TSPs). It also provides customers with a directory of registered TSPs.

To access TechReg: At your browser window, enter <http://techreg.usda.gov/>

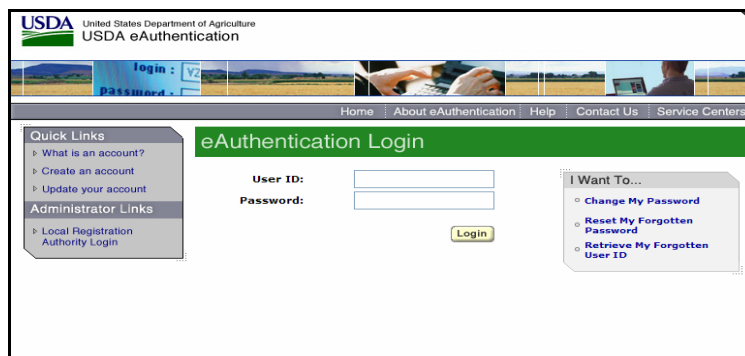
### Login to TechReg:

If you are already registered as a TechReg user, click the Login.

If you need a USDA eAuthentication account, click here for information on obtaining one.



You must have an USDA eAuthentication Level 2 Account . If you already have an account, enter your user ID and password on the login screen. If you do not have an account, register for a Level 2 Account at [www.eauth.egov.usda.gov/eauthCreateAccount.html](http://www.eauth.egov.usda.gov/eauthCreateAccount.html)



## To apply online as a Technical Service Provider

Currently, you may register yourself. After you have registered, the system will accommodate sign up for companies, and agencies. The information requested will vary based on the sign up type indicated.

1. Click the Login or Apply Online links on the home page.
2. Complete the apply online screen. Read the Terms and Conditions, then scroll to the bottom of the screen and click the Agree button to accept the terms and conditions (click the Disagree button to cancel the process).

The screenshot shows the TechReg application interface. At the top, the header includes the United States Department of Agriculture logo, NRCS Natural Resources Conservation Service, and the TechReg logo. A navigation bar contains links for TechReg Home, TSP, Reports, FAQs, Help, and Contact Us. A user welcome message reads 'Welcome SANDY R JOHNSON'. On the left, a sidebar lists navigation options: Information, Apply Online (selected), Profile Part 1 (Background), Profile Part 2 (Technical Service), Progress Reporting, and TSP COSTs Survey. The main content area is titled 'Apply Online' and displays the application details for 'SANDY R JOHNSON'. It includes fields for Customer ID (1234567), Address (1234 Main Street, MONTICELLO, IL 61800-1234), Telephone (312-123-4567), Fax, and Email. There are radio buttons for Preferred Contact Method (Email selected, Mail) and a checkbox for Can speak Spanish (Yes). Below this, a section titled 'Terms and Conditions' contains three paragraphs: 'A. USDA Standards and Specifications', 'B. Compliance with Applicable Laws and Regulations', and 'C. Warranty of Work Quality'. At the bottom, there is a confirmation section with a radio button for 'Myself (an Individual)'.

United States Department of Agriculture  
NRCS Natural Resources Conservation Service  
TechReg

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Welcome SANDY R JOHNSON

**TSP**

- Information
- Apply Online**
- Profile Part 1 (Background)
- Profile Part 2 (Technical Service)
- Progress Reporting
- TSP COSTs Survey

**Apply Online**

**SANDY R JOHNSON Application**

Customer ID: 1234567  
Address: 1234 Main Street  
City, State Zip: MONTICELLO, IL 61800-1234  
Telephone: 312-123-4567  
Fax:  
Email:

Preferred Contact Method: ☒ Email ☐ Mail  
Can speak Spanish: ☐ Yes

Yes I'm interested in applying to become a Registered NRCS Technical Service Provider. I'm applying for:  
☒ Myself (an Individual)

**Terms and Conditions**

**I. Certification Terms.**

**A. USDA Standards and Specifications.** I am familiar with and agree to meet all applicable USDA standards, specifications, and program requirements as set forth in USDA guides, handbooks, and manuals for the technical services I provide.

**B. Compliance with Applicable Laws and Regulations.** I agree to comply with all applicable Federal, State, Tribal and local laws and requirements for the technical services I provide, including but not limited to, 7 CFR part 652. I further agree that I must be familiar with any unique criteria required at the county level for particular conservation practices or technical services before providing technical services in a particular county. I acknowledge that I must be aware of these local criteria and agree to familiarize myself with any such criteria by contacting the appropriate NRCS State official before providing technical services.

**C. Warranty of Work Quality.** I agree to warrant in writing on each plan or other technical service document submitted to USDA or the program participant that the technical services rendered: (1) comply with all applicable Federal, State, Tribal, and local laws and requirements, (2) meet applicable USDA standards, specifications, and program requirements, (3) are consistent with and meet the particular conservation program goals and

3. The system will ask you to confirm your submission.

The screenshot shows a 'Confirm Submission' dialog box from Microsoft Internet Explorer. The text inside the dialog box reads: 'I understand I am providing all information included on forms and attachments to the United States Department of Agriculture (USDA) Natural Resources Conservation Service for review and processing. My statements on any associated web data entry screen are true, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willing false statement can be punished by a fine or imprisonment or both. (See Title 18, Section 1001 of the United States Code.)' At the bottom right, there are 'Yes' and 'No' buttons.

Confirm Submission - Microsoft Internet Explorer

I understand I am providing all information included on forms and attachments to the United States Department of Agriculture (USDA) Natural Resources Conservation Service for review and processing.

My statements on any associated web data entry screen are true, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willing false statement can be punished by a fine or imprisonment or both. (See Title 18, Section 1001 of the United States Code.)

Yes No

4. The system automatically takes you to the Profile Part 1 (Background) screen.

## To update your profile

Initially, your profile will contain only the information brought in from your individual record in the Service Center Information Management System (SCIMS) customer database (Section A). You must complete the rest of your profile on two screens. Update buttons present dialog boxes for further action. Add opens another row in a section. Edit opens the selected row for revision.

The screenshot shows the 'TechReg' interface for the 'United States Department of Agriculture NRCS Natural Resources Conservation Service'. The user is logged in as 'SANDY R JOHNSON'. The main heading is 'Profile Part 1 (Background)'. On the left is a sidebar with 'TSP' and various links. The main content area is divided into sections A through F, each with a yellow header bar and an 'Add' button. Section A contains contact information for SANDY R JOHNSON. Section B is for associated companies/agencies. Section C is for relevant accreditations/licenses. Section D is for education and training. Section E is for relevant work experience and professional references. Section F is for familiarity with NRCS guidelines. At the bottom is a 'Continue to Profile Part 2' button.

United States Department of Agriculture  
NRCS Natural Resources Conservation Service

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Welcome SANDY R JOHNSON

**TSP**

- Information
- Apply Online
- Profile Part 1 (Background)
- Profile Part 2 (Technical Service)
- Progress Reporting
- TSP COSTs Survey

### Profile Part 1 (Background)

#### A—Contact Information

The following information is associated with your TSP account:

Name: SANDY R JOHNSON  
TSP Number: TSP-03-100008  
Address: 1234 Main Street  
City, State Zip: MONTICELLO, IL 61800-1234  
Telephone: 312-123-4567  
Extension:  
Email:

Preferred Contact Method: ☐ Email ☒ Mail

#### B—Associated Companies/Agencies

Business An Official Representative?

#### C—Relevant Accreditations/Licenses

Licensing Organization	License Name	Licensing Number	License Expiration Date	State
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#### D—Education and Training

Institution Name	Area of Study	Degree	Completion Date
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#### E—Relevant Work Experience and Professional References

Description	Start Date	End Date
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#### F—Familiarity with NRCS Guidelines, Criteria, Standards, and Specifications

Description
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Continue to Profile Part 2

**Section B: Associated Companies/Agencies**—Enter companies or agencies for which you do Technical Services-related work.

**Section C: Relevant Accreditations/Licenses**—Enter your professional licenses and accreditations relevant to the Technical Services certification requested.

**Section D: Education and Training**—Enter your education and training. List each item on a separate line.

**Section E: Relevant Work Experience and Professional References**—Record work experiences relevant to the Technical Services certification requested, and references of people or organizations you have worked with.

**Section F: Familiarity with NRCS Guidelines, Criteria, Standards, and Specifications**—Record NRCS Guidelines, Criteria, Standards, and Specifications with which you are familiar.

**Section F1: NRCS Conservation Planning Training Requirement** ---Answer questions regarding your NRCS Training Modules.

**Section F2: NRCS TSP Orientation** --- Answer questions regarding your NRCS TSP orientation.

Click the Continue to Profile Part 2 button to finish entering information in your profile.

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 Welcome SANDY R JOHNSON

**TSP**

Information

Apply Online

Profile Part 1 (Background)

▶ Profile Part 2 (Technical Service)

Progress Reporting

TSP COSTs Survey

**Profile Part 2 (Technical Services)**

**G—Certification Categories** ? Add Category

Technical Service / Category	State	Status	Last Changed	
			Date	By

**H—Services to be Provided**

Service(s) you wish to provide (default to all services in a category):

Category	Services to Provide
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**I—Servicing Areas** ?

Service Area(s) you wish to practice in (default to all counties):

State	Servicing Counties
-------	--------------------

**J—Certification Agreement History** ?

Number	Agreement Format	Last Changed	
		Date	By

Back to Profile Part 1 Continue with Self-Certification

Click the Back to Profile Part 1 button to review or make changes to that section

**Section G: Certification Categories**—Add categories for which you wish to be certified. For each category you enter in this section, the system automatically adds data to Sections H and I, which you will need to review.

**Section H: Services to be Provided**—Add or edit the categories and related services you wish to provide.

**Section I: Servicing Areas**—Enter the state and associated counties in which you want to provide Technical Services. Click Update to display the Select Counties dialog box. Use buttons with arrows << >> to Add or Delete service counties from list. No selections automatically defaults to all counties within the state.

**Add Category**

State:(Required) Please Select a State: ▼

Technical Service Category:(Required) Click to go to Category Detail Page

Category Available:

- Buffer
- Certified Conservation Planner
- Channel and Streambank Stabilization
- Comprehensive Nutrient Management Plan (CNMP) F
- Comprehensive Nutrient Management Plan (CNMP) F
- Contaminant Reduction Control
- Forestry/Agroforestry
- Grazing/Forages
- Irrigation (Water Conveyance)
- Irrigation System (Application)

>>> <<<

Category Selected:

Save Close

**Section J: Certification Agreement History**—This section lists the certifications you have already registered. If this is your first application, this section is blank.

Click the Sign Agreement button to submit your application for certification.

NOTE: You will not be able to see or to click the Sign Agreement button until the certifications listed in Section G all show a status of “Certified.” Service categories do not get a status of “Certified” until you have confirmed your qualifications to provide the service. To confirm your qualifications, click the Confirm Qualifications to the right of the service category you selected, and complete the Update Criteria table that is displayed.

## To sign up through a Certifying Organization

1. From the TechReg home page, click the Work through Certifying Organization link at the bottom of the screen.
2. Contact the appropriate organization from those listed. Check the list periodically for new organizations.

**Certifying Organizations**  
NRCS is working in partnership with professional organizations to facilitate the certification of TSPs. Below is a list of these organizations:

**American Society of Agronomy (ASA)**  
  
Luther Smith  
Executive Director,  
677 S. Segoe Road  
Madison, WI 53711  
Phone: (608) 273-8090, ext. 337  
Fax: (608) 273-2081  
Email: [lsmith@agronomy.org](mailto:lsmith@agronomy.org)  
Links:  
[American Society of Agronomy - Certification](#)  
[Certified Crop Adviser \(CCA\)](#)  
[Certified Professional Agronomist \(CPAg\)](#)  
[Certified Professional Crop Scientist \(CPCSc\)](#)  
[Certified Professional Plant Pathologist \(CPPP\)](#)  
[Certified Professional Soil Scientist \(CPSSc\)](#)  
[ASA Certification Programs Contacts](#)

**Society for Range Management (SRM)**  
  
Sam Albrecht  
Executive Vice President  
445 Union Blvd., Suite 230  
Lakewood, CO 80228-1259  
Phone: (303) 986-3309  
Fax: (303) 986-3892  
Email: [sam\\_albrecht@rangelands.org](mailto:sam_albrecht@rangelands.org)  
Links:  
[Society for Range Management](#)  
[Certified Range Management Consultant Program \(CRCP\)](#)  
[Certified Professional in Rangeland Management \(CPRM\)](#)

[Close](#)

## To locate a Technical Service Provider in your area

1. From the TechReg home page, click the TSP Locator Button. Click on the state you are interested in, e.g., South Dakota.

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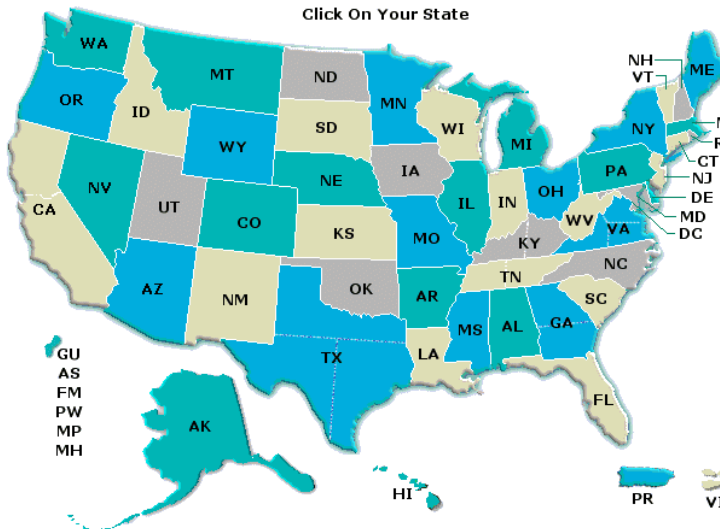
Welcome

**Customer**  
Information  
▶ **Locate TSPs**

**Locate Technical Service Providers**  
Instructions: Please click on the map below.

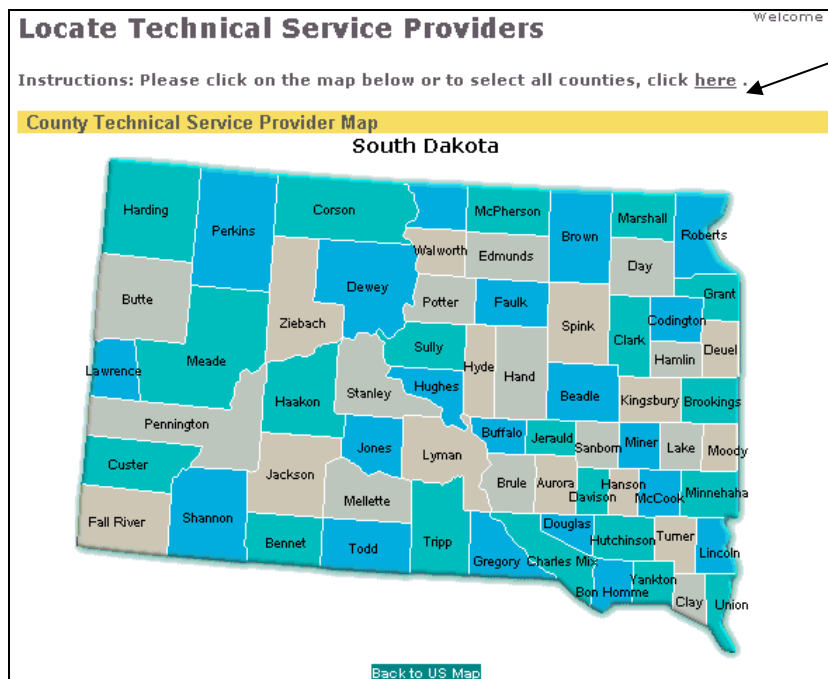
**State Technical Service Provider Map**

Click On Your State



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2. To locate TSPs who provide services in a particular county, click on the county you are interested in. To see all TSPs for the state, click on the word [here](#) at the end of the instruction sentence.



Click the word [here](#) to get a list of all TSP in the state.

**Individual Technical Service Providers**

Name	TSP ID	Address	City	ST	Zip	Phone	eMail	
JORDAN BURKETTE	TSP-03-100003	9876 BRICK ST	FORD	SD	571009876	6055551357	jburkette@cdfc.net	<a href="#">Resume</a>

**Businesses Providing Technical Services**

Name	Business Id	Address	City	ST	Zip	Phone	eMail	
Jewett Enterprises	TSP-B-03-5	120 Ash Drive	Rogersville	SD	57743	7651239876		<a href="#">Resume</a>
Cook Cons Planners	TSP-B-03-6	555 Main Ave	Clark	SD	57456	6054324567		<a href="#">Resume</a>

[Back](#)

Click the GO button to get a new list based on your selections in the dropdown lists

- Individual TSPs or businesses providing Technical Services are displayed. You can further refine your search by choosing from the Select County, Select Category, and Select Service dropdown lists. You must click the GO button (all the way to the right just above the dropdown lists) for the system to display records based on your search criteria.
- Click the Resume button to see the resume of a particular TSP or business. Visitors viewing your resume will see the information you entered in your TSP profile.





## Technical Service Provider Resume

### Cook Cons Planners

555 Main Ave.  
 Clark, SD 57000-1234

Phone: 6054324567  
 Email:

### Contact:

#### REGGIE COOK

555 Main Ave.  
 Clark, SD 57000-1234

Phone: 6054324567  
 Email:

### Associated Technical Service Providers

Name	TSP ID	Address	City	ST	Zip	Phone	eMail	
DANA HARRIS	TSP-03-100003	555 MAIN AVE	CLARK	SD	570001234	6054324567	dh@ccons.org	<a href="#">Resume</a>
REGGIE COOK	TSP-03-100004	555 MAIN AVE	CLARK	SD	570001234	6054324567	rc@ccons.org	<a href="#">Resume</a>

### Technical Services This Business is Certified to Perform

State	Category	Technical Services
IL	Forestry/Agroforestry	Alley Cropping (311) Firebreak (394) Forest Site Preparation (490) Forest Stand Improvement (666) Prescribed Burning (338) Recreation Area Improvement (562) Riparian Forest Buffer (391) Tree and Shrub Establishment (612) Tree/Shrub Pruning (660) Use Exclusion (472)

Print

Close